

Students:

This booklet may help you be a better team member in Admissions and Release Committee (ARC) meetings. The questions and suggestions deal mostly with meetings about your IEP and do not cover everything that could happen at an ARC meeting.

IMPORTANT NOTE: If the ARC meeting is going to be about transition (your future after you finish high school), you must be invited to be part of the meeting.

If you do not know what an IEP is, ask your family or one of your teachers.



BEFORE THE MEETING

If you answer no to any questions, talk with your family or one of your teachers.

- Do I know the reason for the ARC meeting?
- Do I know when and where my ARC will meet?
- Do I know who is supposed to be at the meeting?

•Do I want to invite others to attend the ARC meeting?

•Have I seen my IEP? (If no, ask your family or teachers for a copy.)

•Do I understand what my IEP says?

•Have I thought about what I want to do? (Talk with family or teachers about it and make a list to take to the meeting.)

•Do I know what my interests are? (Talk about it and make a list to take to the meeting.)

•Do I know what my strengths and weaknesses are at home and at school? (Talk about it and make a list to take to the meeting.)

• Do I know what I want to do when I finish high school?

⇒ What work do I want to do?

⇒ Do I want to go to college or get special training?

⇒ Do I know how to take care of myself?

⇒ Do I want to live with a friend or with my family or alone?

⇒ Do I want to join the Army, Navy, Marines, or Air force?

⇒ What kinds of things do I want to be able to do for fun?



AT THE MEETING

•Ask questions when things are not clear.

•Tell the committee if you have concerns.

•Speak up if you disagree and say why.

•Talk about your goals.

•Ask school staff to explain your disability and explain how it affects your education.

•Tell what you think your strengths and weaknesses are at school and at home. (Present level of educational performance)

•Tell the committee what you want to work on this coming year. (Annual goals and short term objectives / benchmarks)



AT THE END OF THE

MEETING If you answer no to any questions, ask your family or teachers for information.

•Do I know who is going to help me with each objective?

•Do I know what services I will get?
(Specially designed instruction and related services)

•Do I know when services start and how long they will last? *(Initiation and duration)*

•Do I know how much time each week I will receive services?
(Duration)

•Do I know how much time I'll be in general education? *(Participation in the general education program)*

•Do I know how the school will determine if I am making progress on my goals and short term objectives / benchmarks?
(Appropriate objective criteria and evaluation procedures)

•Do I know when we will review my IEP? *(Schedule for review)*

•Am I pleased with the IEP?



AFTER THE MEETING

If you answer no to a question, talk with your family or teachers.

•Do I have a copy of my IEP?

•Will I work hard to do the goals and short-term objective benchmarks on my IEP?

•Do I know who to ask if I have questions or need help?

If you have questions about the ARC or IEP, please ask your family or teachers for help.

Printed with federal funds
Kentucky Department of Education
Exceptional Children Services
July 2003
jsr

GETTING READY FOR ADMISSIONS AND RELEASE COMMITTEE (ARC) MEETINGS



A Checklist for Students